

SCHOHARIE COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE  
ANNOUNCES CIVIL SERVICE OPEN COMPETITIVE EXAMINATIONS FOR:

**SUPERVISOR OF BUILDING MAINTENANCE - #68-437**

DATE OF EXAMINATION  
OCTOBER 16, 2004

\*Examination Fee - \$7.50

LAST FILING DATE  
SEPTEMBER 08, 2004

SALARY RANGE: Varies .

ELIGIBLE LIST: The list resulting from this examination will be used to fill vacancies as they occur within Schoharie County Department of Public Works and county school systems.

RESIDENCE REQUIREMENTS: An applicant must have been a legal resident of Schoharie County or one of the six contiguous counties of Albany, Delaware, Greene, Montgomery, Otsego or Schenectady for at least thirty days immediately preceding the test date. The hiring authority may give preference to applicants who live within its jurisdiction.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and

A. Two years of experience at the journey level in one of the recognized skill trades, e.g. carpentry, plumbing, masonry, electrical; or

B. Four years of experience in general building maintenance and repair work; or

C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

The education requirements must be satisfied before the date of the exam.

**SPECIAL REQUIREMENT FOR COUNTY POSITIONS:** Class "A" or "B" CDL driver license.

SUBJECT OF EXAMINATION: Written test will cover knowledge, skills and/or abilities in such areas as:

1. Building maintenance and repair;
2. Building trades, including mechanical and electrical;
3. Work scheduling;
4. Review and interpretation of plans and specifications, the preparation of estimates and oversight of contract compliance;
5. Operation and maintenance of heating, ventilating and air conditioning systems; and
6. Supervision.

An expanded description covering the types of examination questions to be given is available at the Personnel Office.

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory and skilled maintenance position concerned with the cleaning, repair and maintenance of buildings, grounds and related equipment. The incumbent is responsible for planning, assigning and supervising a variety of maintenance activities as well as performing work of a general mechanical nature which may include masonry, carpentry, painting, plumbing, heating and ventilating, groundskeeping or electrical maintenance. Work is performed under general supervision. Direct supervision is exercised over the work of subordinate maintenance personnel. Does related work as required.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery-powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.

\*The required examination fee is seven dollars and fifty cents, which may be in the form of a check/money order or cash. ONE check/money order must accompany EACH application. If your application is disapproved, your examination fee will NOT be returned to you. Please make check/money order payable to Department of Personnel and include the examination number.

Applications and exam announcements are available on our web site at [www.schohariecounty.ny.gov](http://www.schohariecounty.ny.gov)

ISSUE DATE: July 26, 2004

SEE REVERSE SIDE

SEE ATTACHED INFORMATION ON STANDARD BACK OF CIVIL SERVICE ANNOUNCEMENT.